

## Entry-Level Courses Self-Study Request Form

**You may request one or more courses using this form. Place a check mark on the line adjacent to the course(s) you are requesting. Note: Entry-level CD-ROM courseware is for Windows 3.1 through Windows 98, not for Windows NT.**

- \_\_\_\_\_ Introduction to Navy Financial and Managerial Accounting (FMA): This course provides an overview of managing appropriated funds in the Department of the Navy. The purpose is to introduce the broad view of financial management and to understand the type of monetary data required to advance organizational goals within an uncertain environment of increased competition, exploding technology, and turbulent social and political conditions.
- \_\_\_\_\_ Principles of Navy Budgeting (PNB): This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy as it relates to the Planning, Programming, Budget System (PPBS) cycle. The purpose of the course is to provide DON personnel general and detailed information on Navy budget procedures. The textbook provides several exercises to allow practice of procedures.
- \_\_\_\_\_ Introduction to Navy Working Capital Fund (NWCF): This course discusses the major concepts and processes involved in the Navy Working Capital Fund and introduces the financial operations of Navy and Marine Corps activities. The purpose is to provide participants with a basic understanding of the NWCF, its criteria, processes, and role in the budgeting process, and policies that influence the NWCF process.

**Please Print Clearly (all blanks must be filled in to receive a course)**

Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street, Apartment #, City, State, and Zip Code)

Home Phone (include area code): \_\_\_\_\_

Command/Activity: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street or PO Box #, Room or Suite #, City, State, and Zip Code)

Applicant's Job Series: \_\_\_\_\_ Grade Level: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone (DSN & Commercial w/area code): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone (DSN & Commercial w/area code): \_\_\_\_\_

**Complete and Mail or Fax to:**

**Director  
Naval Financial Management Career Center  
153 Ellyson Avenue, Suite A  
Pensacola, FL 32508-5245**

**Fax: DSN 922-3821  
(850)452-3821**

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